BTEC Assignment Brief

Qualification	Pearson BTEC International Level 3 Extended Diploma in Business and Hospitality
Unit number and title	**Unit 24. Accommodation Operations**
Learning aim	**A:** Investigate the structure, requirements and supervision of accommodation operations
Assignment title	**Exploring accommodation operations in hospitality**
Assessor	
Issue date	
Hand in deadline	

Vocational Scenario or Context	You are a supervisor in accommodation operations in a hospitality business and have been asked by your manager to produce a guide for new entrants to accommodation operations. This guide should include: ● Different types of accommodation operations and facilities ● Job roles and structure ● Accommodation operations supervisor role and responsibility
Task 1	Your first task is to produce a detailed and comprehensive guide for a new entrant to accommodation operations. You will need to discuss in detail different accommodation operations and facilities. Compare these and finally perform an evaluation covering how guests needs are met in terms of facilities and services offered. The work should include the following: ● Types of accommodation operations ● Types of job roles ● Structure of accommodation operations department ● Supervisor role and responsibility Your brochure and notes must demonstrate accurate and thorough knowledge and understanding of different accommodation operations. A variety of materials can be designed, and these must be produced to a high standard. These can either be produced electronically or paper based.

Checklist of evidence required	Detailed professional and comprehensive guide.
Criteria covered by this task:	
Unit/Criteria reference	To achieve the criteria you must show that you are able to:
A.D1	Evaluate the extent accommodation operations are meeting guests' needs in terms of the facilities and services offered.
A.M1	Compare the facilities and staff structure, supervisory roles and responsibilities in different accommodation operations.
A.P1	Describe the different types of accommodation operations and facilities in hospitality.
A.P2	Describe the staffing, structure, supervisory roles and responsibilities in accommodation operations.

Sources of information to support you with this Assignment	
Other assessment materials attached to this Assignment Brief	None